

## CITY CLERK (70)

### AGENCY PLAN MISSION, GOALS AND BUDGET SUMMARY

#### AGENCY MISSION:

The mission of the City Clerk's Office is to conduct seminars and voter education outreach for the registered voters of the City of Detroit; to serve as Clerk to the City Council, Chief Elections Officer of the City and custodian of the Corporate Seal; to certify official documents and provide custody of official City documents; to administer oaths and take affidavits, and to exercise other powers and duties as provided by law.

#### AGENCY GOALS:

1. Carry out the directions of the City Council as efficiently as possible.
2. Maintain the records of the City for citizens and other City departments.
3. Administer specific citizens information and communications programs.

<u>2003-04 Requested</u>		<u>2002-03 Budget</u>	<u>2003-04 Recommended</u>	<u>Increase (Decrease)</u>
<u>\$ 4,236,715</u>	City Appropriations	<u>\$ 4,433,695</u>	<u>\$ 3,535,791</u>	<u>\$ (897,904)</u>
\$ 4,236,715	Total Appropriations	\$ 4,433,695	\$ 3,535,791	\$ (897,904)
<u>\$ -</u>	City Revenues	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
\$ -	Total Revenues	\$ -	\$ -	\$ -
\$ 4,236,715	NET TAX COST:	\$ 4,433,695	<u>\$ 3,535,791</u>	\$ (897,904)

#### AGENCY EMPLOYEE STATISTICS:

<u>2003-04 Requested</u>		<u>2002-03 Budget</u>	<u>04-01-03 Actual</u>	<u>2003-04 Recommended</u>	<u>Increase (Decrease)</u>
<u>32</u>	City Positions	<u>30</u>	<u>28</u>	<u>29</u>	<u>(1)</u>
32	Total Positions	30	28	29	(1)

#### ACTIVITIES IN THIS AGENCY:

	<u>2002-03 Budget</u>	<u>2003-04 Recommended</u>	<u>Increase (Decrease)</u>
City Clerk Operations	\$4,433,695	\$3,535,791	\$ (897,904)

## **CITY CLERK (70)**

### ***CITY CLERK OPERATIONS ACTIVITY INFORMATION***

#### ACTIVITY DESCRIPTION: CITY CLERK OPERATIONS

The Office of the City Clerk meets the Goals of the Agency as defined by the City Charter and serves as the keeper of records on behalf of the City of Detroit regarding the business transactions of the Legislative and Executive Branches of government. It also maintains the custodial role of the Corporate Seal of the city and all duties including certification and administration of all official city documents, oaths, affidavits, including provision for responding to citizens, et.al requests for information and exercising the power and duties as prescribed by law and the City Charter. In order to meet this broad goal and attending objectives, inclusive of developing measures of performance and outcomes, requires ongoing planning, implementation strategies and incorporating budgeting processes for effective management and the provision of quality services.

Additional duties and responsibilities as prescribed by Charter are to serve as the Chair of the Election Commission and perform oversight duties for the Department of Election and general supervision for all elections that take place in the City of Detroit.

#### GOALS:

1. Carry out the directions of City Council as efficiently as possible.
2. Maintain the records of the City for citizens and other city departments.
3. Administer specific citizens information and communications programs.

#### MAJOR INITIATIVES:

Remaining in compliance with the City Charter, under Article 4, the **Codification Project** is designated to update and codify City codes and ordinances. The primary goal of this project is to codify the technical codes and resolutions having effect of law and incorporate these provisions along with the 1984 Detroit City Code. The new code of ordinances will be compiled with other documents into a multi-volume re-codified City Code. The City Council by Ordinance and Charter mandate required the formation of a Committee to proceed with codification of City ordinances and codes. The Committee is chaired by the Director of the Law Department. The project's funding is in the Office of the City Clerk's budget in accordance with its responsibility maintaining and storing formal record of ordinances and codes.

The concern for safe neighborhoods and the need for citizen involvement in planning and developing the life standards is addressed in Ordinance No. 37-95 as amended for the **Citizen Radio Patrol (CRP)**. This program utilizes the volunteer efforts of community-based organizations and the commitment of citizens to regularly patrol their neighborhoods to assist with safe streets and neighborhoods. The goal is to increase the number of CRP's within every police precinct, in accordance with the Mayor's Kids, Cops, Clean Initiative. The CRP is also a key component in the development of a comprehensive plan for homeland security; both in the role of neighborhood crime awareness and pro-active volunteers in emergency preparedness and homeland security planning.

The **Election Ambassadors** is a civic oriented arm of the Office of the City Clerk serving as an informal and educational forum for the 18-35 population. In 2003-04, the focus is to enhance this format by establishing an affiliation with Volunteers Organization for Total Effectiveness (V.O.T.E.). The interaction between these volunteer organizations will enhance residents' civic involvement and develop educational programs in a holistic framework, serving the city its residents.

## **CITY CLERK (70)**

### PLANNING FOR THE FUTURE:

The City Clerk is the keeper of all formal records of the City of Detroit and responsible for the maintenance of all these records, as required by law. The need to establish an official Archive of City of Detroit Records Division is a priority for the City Clerk's Office. The Archive of Official Documents will include both hard copy document storage and retrieval. The plan over the next three years includes the implementation of an electronic system or storing and retrieving document and a greater use of the web page by providing a directory of documents that are available in the Archive.

The Directory of Documents in the city Clerk's long range plan will be to establish a directory similar to the storage and retrieval system of the Library of Congress and other entities that must maintain documents for public use. Including the Directory in the web page and Kiosk format is part of the long term development and Internet access of official records.

Public Information through Public Access Cable: The information age of this century requires public information to be made more accessible to the general public. There is very little information through the Public Access Cable System; the Clerk's Office will develop informational programs that can be delivered through the Public Access Cable System.

## CITY CLERK (70)

### *CITY CLERK OPERATIONS MEASURES AND TARGETS*

Goals: Measures	2000-01 Actual	2001-02 Actual	2002-03 Projection	2003-04 Target
Carry out the directions of City Council as efficiently as possible:				
City Council sessions	75	150	300	300
Committee meetings	215	230	230	230
Closed sessions	8	15	20	20
Discussions held	381	245	500	500
Hearings held	247	285	300	300
City Council task force meetings	63	60	100	100
Maintain the records of the City for citizens and other City departments:				
Petitions processed	1,140	985	1100	1100
Ordinances processed	31	42	50	50
Administer specific citizens information and communications programs:				
Citizens' radio patrols	55	45	70	70
Nuisance abatements processed	146	6	200	200
Dangerous building hearings	5,000	4,214	8,000	8,000
NEZ applications (Neighborhood Enterprise Zone)	400	500	600	600
<b>Activity Costs</b>	<b>\$3,262,631</b>	<b>\$3,265,369</b>	<b>\$4,433,695</b>	<b>\$3,535,791</b>

**CITY OF DETROIT**  
**City Clerk**  
**Financial Detail by Appropriation and Organization**

<b>Office Of The City Clerk</b> <b>City Clerk Operations</b>	<b>2002-03</b> <b>Redbook</b>		<b>2003-04</b> <b>Dept Final</b> <b>Request</b>		<b>2003-04</b> <b>Mayor's</b> <b>Budget Rec</b>	
	<b>FTE</b>	<b>AMOUNT</b>	<b>FTE</b>	<b>AMOUNT</b>	<b>FTE</b>	<b>AMOUNT</b>
<i>APPROPRIATION</i>						
<i>ORGANIZATION</i>						
00265 - City Clerk Operations						
700010 - Office Of The City Clerk	12	\$2,917,999	12	\$2,566,221	11	\$1,936,060
700020 - Citizens Patrol Support	0	\$225,000	1	\$320,769	1	\$305,415
700030 - City Council Support Staff	18	\$1,290,696	19	\$1,349,725	17	\$1,294,316
<b>APPROPRIATION TOTAL</b>	<b>30</b>	<b>\$4,433,695</b>	<b>32</b>	<b>\$4,236,715</b>	<b>29</b>	<b>\$3,535,791</b>
<b>ACTIVITY TOTAL</b>	<b>30</b>	<b>\$4,433,695</b>	<b>32</b>	<b>\$4,236,715</b>	<b>29</b>	<b>\$3,535,791</b>

**CITY OF DETROIT**  
**Budget Development for FY 2003 - 2004**  
**Appropriations - Summary Objects**

	<b>2002-03 Redbook</b>	<b>2003-04 Dept Final Request</b>	<b>2003-04 Mayor's Budget Rec</b>
<b>AC0570 - City Clerk Operations</b>			
<i>A70000 - City Clerk</i>			
SALWAGESL - Salary & Wages	1,412,207	1,457,157	1,411,981
EMPBENESL - Employee Benefi	716,708	836,553	826,408
PROFSVCSL - Professional/Con	52,900	72,900	12,900
OPERSUPSL - Operating Suppli	250,000	285,000	216,578
OPERSVCSL - Operating Servic	1,268,880	1,467,105	1,065,424
CAPEQUPSL - Capital Equipmei	720,000	100,000	0
OTHEXPSSL - Other Expenses	13,000	18,000	2,500
<i>A70000 - City Clerk</i>	<i>4,433,695</i>	<i>4,236,715</i>	<i>3,535,791</i>
<b>AC0570 - City Clerk Operations</b>	<b>4,433,695</b>	<b>4,236,715</b>	<b>3,535,791</b>
<b>Grand Total</b>	<b>4,433,695</b>	<b>4,236,715</b>	<b>3,535,791</b>

**CITY OF DETROIT**  
**Budget Development for FY 2003 - 2004**  
**Appropriation Summary - Revenues**

	2001-02 Actuals	2002-03 Redbook	2003-04 Dept Final Request	2003-04 Mayor's Budget Rec	Variance
<b>A70000 - City Clerk</b>					
<i>00265 - City Clerk Operations</i>					
447310 - Sales-Salv&Surpl Matl	261	0	0	0	0
447370 - Sale-Mfrd & Reproduce	5,518	0	0	0	0
447555 - Other Reimbursements	21	0	0	0	0
<i>00265 - City Clerk Operations</i>	<i>5,800</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
<b>A70000 - City Clerk</b>	<b>5,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>	<b>5,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**CITY OF DETROIT**  
**MAYOR'S 2003/2004 RECOMMENDED BUDGET**

**City Clerk**

<b>Appropriation</b>	<b>REDBOOK FY</b>	<b>DEPT REQUEST</b>	<b>MAYORS FY</b>
<b>Organization</b>	<b>2002 2003 FTE</b>	<b>FY 2003 2004 FTE</b>	<b>2003 2004 FTE</b>
<b>Classification</b>			
<b>00265 - City Clerk Operations</b>			
<b>700010 - Office Of The City Clerk</b>			
City Clerk-Election Commission	1	1	1
Deputy City Clerk	1	1	1
Admin Asst GD II	1	0	0
Principal Clerk	2	2	2
Municipal Code & Ordinance Cle	1	1	1
City Clerk Secretarial Steno	1	1	1
Executive Secretary I	1	1	1
Senior Clerk	1	1	1
Information Technician	3	3	2
Manager II - City Clerk	0	1	1
<b>Total Office Of The City Clerk</b>	<b>12</b>	<b>12</b>	<b>11</b>
<b>700020 - Citizens Patrol Support</b>			
Citizen Info Services Clerk	0	1	1
<b>Total Citizens Patrol Support</b>	<b>0</b>	<b>1</b>	<b>1</b>
<b>700030 - City Council Support Staff</b>			
City Council Committee Clerk	1	1	1
Sr Asst C C Committee Clerk	1	1	1
Asst City Council Comm Clerk	8	8	8
Jr Asst City Council Comm Clk	5	9	5
Senior Clerk	2	0	2
Citizen Info Services Clerk	1	0	0
<b>Total City Council Support Staff</b>	<b>18</b>	<b>19</b>	<b>17</b>
<b>Total City Clerk Operations</b>	<b>30</b>	<b>32</b>	<b>29</b>
<b>Agency Total</b>	<b>30</b>	<b>32</b>	<b>29</b>